

1 June 2000

Professional Development

SENIOR MEMBER TRAINING

This policy letter sets forth the minimum requirements and procedures for establishing and operating Squadron Leadership Schools (SLS) and Corporate Learning Courses (CLC) within the Pacific Region

GENERAL. The Pacific Region places a high priority on the professional development and training of its senior member officers. The standardization and quality of the CAP's Squadron Leadership Schools (SLS) and Corporate Learning Courses (CLC) are of vital importance.

PROCESS. In order to ensure uniform, quality SLS and CLC training within the region, the procedures outlined below are to be followed.

1. The wing commander will appoint, *in writing*, a director of an SLS/CLC, including the location and dates of the training, not less than (NLT) 90 days prior to the beginning of the course.
2. The course director will:
 - a. Comply with the provisions of 50-17, Chapter 4 or 5, as appropriate, requiring, among other things, that he/she request course materials from HQ CAP/ETS NLT 45 days in advance of the course. With reference to (1) above, HQ CAP/ETS will not ship materials unless it has received the Course Director Letter of Appointment.
 - b. Conduct training in the approved format (SLS - Sep 98, CLC - Jan 99 revision).
 - c. Submit the teaching schedule, including topics, times and instructors, to the Wing ETP and PCR/ETP NLT 30 days in advance of the course.
 - d. Sign and forward the Director's Report (CAPF 11) to Wing ETS NLT seven days after course completion.
3. The wing ETP will:
 - a. send the original Letter of Appointment to HQ CAP/ETP (Attn: Registrar) with copies to the Course Director and the PCR/ETP, with the appropriate file copies.
 - b. ensure that both the course director and respective Wing CC have signed the Director's Report, and forward it, including all critiques, to HQ CAP/ETP within 14 days of course completion.
 - c. send copies of materials referenced in 3(b) above to PACR/ETP.

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